



Greater Houston LEPC

P.O. Box 10817

Houston, TX 77206

<http://www.houstontx.gov/fire/divisions/lepc.html>

Direct Phone: (713) 884-3786

GHLEPC TIER 2 SUBMISSION GUIDELINES

(Revised: February 16, 2010)

The State now requires all Tier 2 submittals sent to them to be in electronic format using the Tier2Submit software. The software can be downloaded free at: <http://www.dshs.state.tx.us/tiertwo/>

Tier 2 reports completed using the software are saved in the "t2s" file extension (e.g., abc chemical tier 2 Data File 0000.t2s).

After you complete and save the report using the software, the original is forwarded electronically (emailed) to the State. The same saved Tier2Submit file can then be emailed to the Greater Houston LEPC at nicholas.guillen@cityofhouston.net for their records.

Be sure the file you forward is in the "t2s" file ext. Any other file ext. may be "blocked" by the City's firewall. The LEPC will simply use the State's free Tier2Submit software to upload your completed report. You will be emailed a reply stating, "Received.", for receipt confirmation

DO NOT forward a hardcopy or electronic (email, CD, or diskette) version of your Tier 2 report to the Houston Fire Department (HFD). Your GHLEPC Tier 2 submission is your submission for HFD.

Before you email your completed report, please put the name of the facility and the words "Tier 2 report" in the subject line and a brief statement in the body of the email stating what the email is for.

Please contact the Nick J. Guillen at GHLEPC if you have any questions and/or need additional information re: your Tier 2 submission.

Ben Price
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